



**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, U.S. ARMY MATERIEL COMMAND  
9301 CHAPEK ROAD  
FORT BELVOIR, VA 22060-5527

AMCCP-P

23 April 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Performance Based Service Acquisitions (PBSA)

1. Reference memorandum, SFCA-CP, 10 March 2004, subject as above (encl).
2. Services are a significant component of what the U.S. Army Materiel Command (AMC) acquires each year. To ensure our customers are provided the best overall value, services are required by regulation to be purchased on a performance basis. The AMC is committed to meeting the Department of Defense and Army PBSA implementation goal of awarding 35 percent of our service contract dollars using performance based work statements by Fiscal Year 2004 (FY04) and 50 percent by FY05.
3. On 10 March 2004, the Assistant Secretary of the Army (Acquisition, Logistics and Technology) (ASA(ALT)) issued the enclosed memorandum reiterating the Department's goals and policies. To further the Department's goals, Mr. Bolton emphasized that all requirements personnel who prepare work statements for service contracts must receive training in preparing performance based work statements by 30 September 2005. The percentage of service contract dollars awarded using PBSA and the number of trained personnel responsible for preparing performance based requirements will now be reported annually.
4. Since the ASA(ALT) memorandum was issued, a PBSA training module is available at the Defense Acquisition University Continuous Learning Center. The module was developed in collaboration with the Office of the Secretary of Defense (Acquisition, Technology and Logistics) and the Office of the Director, Defense Procurement and Acquisition Planning. Access to this training module is at the <http://clc.dau.mil> website; select the "Learning Center" and then select the "Course Information & Access" link. To launch the module, select the course name from the list.
5. It is my desire for AMC to lead the way in implementing PBSA. By doing so, we will ensure the Army meets its goal of acquiring the highest quality performance based services to meet the needs of our war fighters.
6. My point of contact for this action is Ms. April Miller, AMCCP-P, DSN 656-8233 or (703) 806-8233, e-mail [april.miller1@us.army.mil](mailto:april.miller1@us.army.mil).

PAUL J. KERN  
General, USA  
Commanding

Encl  
as

AMCCP-P

SUBJECT: Performance Based Service Acquisitions (PBSA)

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Major General Wade H. McManus, Jr., Commander, U.S. Army Field Support Command, 1 Rock Island Arsenal, Rock Island, IL 61299-6000  
Major General N. Ross Thompson III, Commander, U.S. Army Tank-automotive and Armaments Command, Warren, MI 48397-5000  
Brigadier General James H. Pillsbury, Commander, U.S. Army Aviation and Missile Command, Redstone Arsenal, AL 35898-5000

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Mr. Frederic Thomas (Acting), U.S. Army Research, Development and Engineering Command Acquisition Center (AMSRD-AC), Aberdeen Proving Ground, MD 21010-5423  
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Mr. William Turnis, U.S. Army Field Support Command (AMSFS-CC), 1 Rock Island Arsenal, Rock Island, IL 61299-6000  
Mr. Daniel G. Mehney, U.S. Army Tank-automotive and Armaments Command (AMSTA-AQ), Warren, MI 48397-5000  
Mr. Vick D. White, Headquarters, U.S. Army Materiel Command (AMCCP-O), 9301 Chapek Road, Fort Belvoir, VA 22060-5527

CF:

PROGRAM EXECUTIVE OFFICER

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Brigadier General Michael R. Mazzucchi, Command, Control and Communication Systems (Tactical) (SFAE-C3S), Fort Monmouth, NJ 07703-5401  
Brigadier General Roger A. Nadeau, Ground Combat Systems (SFAE-GCS), 6501 E. 11 Mile Road, Warren, MI 48397-5000  
Brigadier General Stephen M. Seay, Simulations, Training and Instrumentation, 12350 Research Parkway, Orlando, FL 32826-3276  
Brigadier General Stephen V. Reeves, Joint PEO for Chemical and Biological Defense, 5203 Leesburg Pike, Suite 1609, Falls Church, VA 22041-3203  
Brigadier General Paul S. Izzo, Ammunition (SFAE-AMO), Building 171, Picatinny Arsenal, NJ 07806-5000

(CONT)

AMCCP-P

SUBJECT: Performance Based Service Acquisitions (PBSA)

OMSD  
MARY OT  
Tony Dwyer

CF: (CONT)

Brigadier General James R. Moran, Soldier (SFAE-SDR), 5901 Putnam Road, Building 328,  
Fort Belvoir, VA 22060-5422

Brigadier General Samuel M. Cannon, Tactical Missiles (SFAE-MSL), Redstone Arsenal,  
AL 35898-8000

Colonel Patrick J. O'Reilly, Combat Support/Combat Service Support (SFAE-CSS),  
6501 E. 11 Mile Road, Warren, MI 48397-5000

Mr. Edward T. Bair, Intelligence, Electronic Warfare and Sensors (SFAE-IEW&S), Fort  
Monmouth, NJ 07703-5000

Mr. Kevin Carroll, Enterprise Information Systems (SFAE-PS), 9350 Hall Road, Suite 142, Fort  
Belvoir, VA 22060-5526



DEPARTMENT OF THE ARMY  
OFFICE OF THE ASSISTANT SECRETARY OF THE ARMY  
ACQUISITION LOGISTICS AND TECHNOLOGY  
103 ARMY PENTAGON  
WASHINGTON DC 20310-0103

10 MAR 2004

SFCA-CP

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Performance Based Service Acquisitions (PBSA)

Over the last decade, the acquisition of services has become a significant component of what the Department of Defense (DoD) acquires. Acquiring services on a performance basis provides our customers with better value and enhanced performance because it increases the likelihood of meeting mission needs. PBSA focuses on results not process. The DoD has a goal to award 50 percent of its contract dollars using performance based work statements by Fiscal Year (FY) 2005.

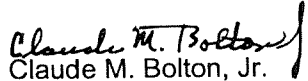
On August 19, 2003, the Acting Under Secretary of Defense, Acquisition, Technology and Logistics (USD(ATL)) issued the enclosed memorandum reiterating the Department's goals and policies. To further the Department's goals, Mr. Wynne directed (1) that ALL requirements personnel who prepare work statements for service contracts receive training in preparing performance based work statements by September 30, 2005; (2) the creation of an annual requirement to report percentage of services contract dollars awarded that used PBSA and personnel responsible for and trained in performance based requirements; and, (3) the removal of certain Federal Procurement Data System (FPDS) service codes from reporting requirements for use of PBSA.

A well-trained requirements workforce is absolutely essential to meeting the FY 2005 goal of 50 percent of dollars awarded using performance based work statements. In addition to existing commercially- available PBSA training, an internet-accessible distance-learning course will soon be available to facilitate the acquisition community's ability to define, acquire and manage service requirements efficiently and effectively.

FY 2003 data indicates that 29.4 percent of Army dollars obligated were performance based. While we achieved the FY 2003 goal of 25 percent, greater attention and diligence must be applied if we are to reach the 35 percent goal for FY 2004 and the 50 percent goal for FY 2005. As one of the Army's senior leaders, I am depending on you to lead the way in implementing PBSA to the maximum extent practicable. This means ensuring your requirements personnel receive the training they need to develop performance work statements with measurable standards, remedies and incentives, when appropriate.

Encl

If the entire acquisition community works together, I am confident that the Army will continue to meet its goal of acquiring the highest quality performance based services which effectively meet the needs of our warfighters.

  
Claude M. Bolton, Jr.

Assistant Secretary of the Army  
(Acquisition, Logistics and Technology)

Enclosure

DISTRIBUTION:

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Under Secretary of the Army  
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Superintendent, U.S. Army Military Academy

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PRINCIPAL ASSISTANTS RESPONSIBLE FOR CONTRACTING:

U.S. Army Contracting Agency, Southern Region, ATTN: SFCA-SR,  
1301 Anderson Way, S.W., Fort McPherson, GA 30330-1096  
U.S. Army Contracting Agency, Northern Region, ATTN: SFCA-NR,  
5 North Gate Road, Building 5F, Room 306, Fort Monroe,  
VA 23651-1048  
U.S. Army Contracting Agency, Information Technology, E-Commerce  
and Commercial Contracting Center (ITEC4), ATTN: SFCA-IT,  
2461 Eisenhower Avenue, Hoffman Building 1, Alexandria,  
VA 22331-1700  
U.S. Army Contracting Command, Europe, ATTN: SFCA-EC,  
Unit 29331, APO AE 09266  
U.S. Army Contracting Command, Korea, ATTN: SFCA-KC, Unit 15289,  
APO AP 96205-5289  
U.S. Army Contracting Activity, Pacific, ATTN: SFCA-PR,  
140 Doleman Street, Building T115, Fort Shafter, HI 96858-5430  
Headquarters, U.S. Army South, ATTN: PARC, P.O. Box 34000,  
Building 223, Fort Buchanan, PR 00934  
U.S. Army Contracting Command, Southwest Asia, ATTN: SFCA-SA,  
1881 Hardee Avenue, S.W., Fort McPherson, GA 30330-1064  
U.S. Army Aviation and Missile Command, ATTN: AMSAM-AC,  
Building 5303, Redstone Arsenal, AL 35898-5000  
U.S. Army Robert Morris Acquisition Center, ATTN: AMSSB-AC,  
4118 Susquehanna Avenue, Aberdeen Proving Ground,  
MD 21005-3013  
U.S. Army Communications-Electronics Command, ATTN: AMSEL-AC,  
Building 1208E, Fort Monmouth, NJ 07703-5000

DISTRIBUTION: (CONT)

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AMSTA-AQ, Building 231, Warren, MI 48397-5000  
Defense Contracting Command-Washington, 5200 Army Pentagon,  
Washington, D.C. 20310-5200  
U.S. Army Medical Command, ATTN: MCAA, Building 2792,  
Suite 32, 2050 Worth Road, Fort Sam Houston, TX 78234-5069  
U.S. Army Intelligence and Security Command, ATTN: IAPC,  
8825 Beulah Street, Fort Belvoir, VA 22060-5246  
U.S. Army Medical Research and Materiel Command,  
ATTN: MCMR-AAZ-A, 820 Chandler Street, Fort Detrick,  
MD 21702-5014  
Military Traffic Management Command, ATTN: MTAQ,  
Hoffman Building II, 200 Stovall Street, Alexandria, VA 22332-5000  
U.S. Army Space and Missile Defense Command, ATTN: SMD-CM  
(PARC), P.O. Box 1500, Huntsville, AL 35807-3801  
U.S. Army Corps of Engineers, ATTN: CEPR-ZA, 441 G Street, NW,  
Washington, D.C. 20314-1000  
National Guard Bureau, ATTN: NGB-AQ, Suite 8300, Jefferson Plaza 1,  
1411 Jefferson Davis Highway, Arlington, VA 22202-3231

CF:

HQ, U.S. Army Materiel Command, ATTN: AMCCP, AMCCP-P,  
AMCCP-O, and AMCCP-A, 9301 Chapek Road,  
Fort Belvoir, VA 22060-5527  
HQ, U.S. Army Contracting Agency, ATTN: SFCA-CP, Skyline Six,  
Suite 302, 5109 Leesburg Pike, Falls Church, VA 22041  
Commandant, U.S. Army Logistics Management College  
2401 Quarters Road, Fort Lee, VA 23801-1705





THE UNDER SECRETARY OF DEFENSE

3010 DEFENSE PENTAGON  
WASHINGTON, DC 20301-3010

AUG 19 2002

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS  
ATTENTION: SENIOR ACQUISITION EXECUTIVES  
DIRECTORS OF THE DEFENSE AGENCIES

SUBJECT: Performance Based Service Acquisitions

The Department needs to continue increasing the use of performance based service acquisitions (PBSA) because such acquisitions provide significant benefits to the government. By specifying our objectives, we allow contractors the latitude to determine the best way to achieve the objectives without constraints on how to achieve them. As you know, the Department established a goal to award 50 percent of contract actions and dollars using performance-based specifications by Fiscal Year 2005. We are making good progress toward meeting this goal. For FY 2002, the Department awarded over 20 percent of its service requirements using performance based specifications. Outlined below are the results of a recent Office of Federal Procurement Policy (OFPP) report and the Department's current goals and policies regarding PBSA.

OFPP issued a report developed by an interagency working group (report located at: [http://www.whitehouse.gov/omb/procurement/july\\_revision\\_pbsat\\_task\\_force.pdf](http://www.whitehouse.gov/omb/procurement/july_revision_pbsat_task_force.pdf)). The report recommends changes to the Federal Acquisition Regulation and PBSA reporting requirements, and recommends improving the quality and availability of guidance.

Based in part on recently enacted legislation, I ask each of you to work toward the following goals for the use of PBSA:

FY 2003	25 percent of dollars awarded
FY 2004	35 percent of dollars awarded
FY 2005	50 percent of dollars awarded

Measurement against these goals will be based solely on the percentage of contract dollars awarded using PBSA. While we should strive to use PBSA in acquiring most services, there are a few types of services that are not particularly well suited to PBSA. Such services are listed in the attachment. In order to focus efforts on the areas of greatest potential benefit, services listed on the attachment with low opportunities for utilizing PBSA will be excluded when computing the percentage of contract dollars awarded using PBSA (consistent with the OFPP report).

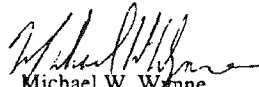


The use of statements of objectives (SOOs) is a highly effective tool in conducting PBSAs. SOO is a type of a statement of work, which includes a summary of key goals and/or outcomes desired. SOOs allow competitors to propose their solutions, including performance standards and a quality assurance surveillance plan based upon commercial business practices. You are encouraged to use SOOs to help ensure our continued success in the transformation to PBSAs.

A key component for increasing the use of PBSA is to ensure that requirements personnel understand how to prepare performance based specifications. Toward that end, 50 percent of all personnel who prepare statements of work for services contracts must receive appropriate training on preparing performance based statements of work by September 30, 2004, and the remainder must receive appropriate training by September 30, 2005. In addition to the training tools and on-line guidance already available (e.g., see "Seven Steps to Performance Based Services Acquisition" Guide at <http://oamweb.osdc.doc.gov/pbsc/index.html>), we are developing a distance learning course on the use of PBSA that should be available by October 2003.

To monitor progress toward meeting PBSA goals, I ask that you submit an annual report on the percentage of services contract dollars awarded that used PBSA by January of the year following the year being reported. Your reports should be submitted to the Director, Defense Procurement and Acquisition Policy. Beginning in January 2005, the report shall also include the number of personnel responsible for preparing statements of work for service contracts within your organization and the number that received PBSA training.

Questions concerning this policy should be directed to Dr. William C. Timperley at [william.timperley@osd.mil](mailto:william.timperley@osd.mil), telephone 703-697-8336, or fax 703-614-1254.

  
Michael W. Wynne  
Acting

Attachment:  
As stated

The following Federal Procurement Data System (FPDS) service codes, as listed in the FPDS manual (<http://www.fpdc.gov/fpdc/rm2002.pdf>), are removed from the reporting requirement for use of performance based service acquisitions (PBSAs). While use of PBSAs procedures is not required for these categories, it may be used when appropriate.

- General Science and Technology R&D - AJ1\_ through AJ9\_
- Medical R&D - AN11 through AN14 (this leaves in AN15-16; there are different stages of research)
  - AN21 through AN24 (Retain final two stages of R&D as eligible)
  - AN31 through AN34 (Retain final two stages of R&D as eligible)
  - AN41 through AN44 (Retain final two stages of R&D as eligible)
  - AN51 through AN54 (Retain final two stages of R&D as eligible)
  - AN61 through AN64 (Retain final two stages of R&D as eligible)
  - AN71 through AN74 (Retain final two stages of R&D as eligible)
  - AN81 through AN84 (Retain final two stages of R&D as eligible)
  - AN91 through AN94 (Retain final two stages of R&D as eligible)
- Social Services R&D - AQ11 through AQ14 (Retain final two stages of R&D as eligible)
- AQ91 through AQ94 (Retain final two stages of R&D as eligible)
- Purchase of Structures and Facilities – E\*\*\*
- Hazardous Substance Cleanup - F108
- Oil Spill Response - F112
- Non-nuclear Ship Repair, East and West - J998 and J999
- Medical Services (not facility-related) - Q501-Q527
- Education and Training Services – U001-U099
- Lease or Rental of Equipment – W0\*\*
- Lease or Rental of Facilities – X\*\*\*

ATTACHMENT